

STATEWIDE DIGITAL PHOTOCOPIER CONTRACT ORDERING INSTRUCTIONS

The Statewide Photocopier Contract is a mandatory contract. If the copiers on contract will not meet the needs of your, agency, a written justification must be sent with DA-1 Purchase Requisition or a Sicomm Requisition and Photocopier Justification Form, stating why the photocopier on contract does not meet your requirements.

Requirements of 55,001 or more copies per month (or color copiers) will be bid individually. Requirements for bidding these photocopiers remain the same. All agencies must submit a DA-1 Purchase Requisition or a Sicomm Requisition and a Photocopier Justification Form.

State Agencies are to submit their Agency Purchase Order (or equivalent document) and completed COPIER PLACEMENT FORM directly to the applicable Contractor. After determining the appropriate Item and Category Number needed, complete the COPIER PLACEMENT FORM for the particular item required. The COPIER PLACEMENT FORM will be attached to the Agency Purchase Order (or equivalent document) for either a purchase or a rental.

INSTRUCTIONS: Complete the blanks on the COPIER PLACEMENT FORM as follows:

PURCHASE OR RENTAL
(1) Purchase Order Date, (2) Agency Name, (3) Agency Contact Name (4) Agency Bill-to City & Zip Code, (5) Agency Purchase Order Number, (6) Contractor name, (7) Delivery ARO, (after receipt of order), (8) Category of photocopier, (9) Area where photocopier will be placed, (10) Brand, (11) Model, (12) Warranty Period; for purchased machines; (13) Rental period (YEARS, if renting) or, (14) Check Block if outright purchase; (15) Check block if FSM is desired, OR, (16) Check if FSM is not desired (no maintenance contract requested); (17) Placement location of photocopier & contact person name, address & phone; (18) Monthly equipment rental, (19) Impression Charge for rented machines, (20) Purchase Price for purchased machines or accessories, (21) FSM Impression Charge for purchased machines or accessories (if ordered w/FSM); (22) 1st, 2nd, and 3rd year monthly costs for FSM maintenance (applicable only for purchased machines with FSM); (23) Description & Product Code for any options to be included, (24) Total Costs, including any accessories; (25) Any special instructions needed, and (26) Agency Authorized Signature.
FOR RENTAL ONLY: A photocopier may be rented for either a three year or one year period. A one (1) year rental agreement may be renewed or extended one time (total - two years). A three (3) year initial rental may NOT be renewed. At the expiration of the applicable rental period, the photocopier must be returned to the Contractor

When completed, attach the COPIER PLACEMENT FORM to your completed Purchase Order and send it to the applicable Contractor. A copy of the Purchase Order must also be sent to the Division of Purchasing.

**STATEWIDE PHOTOCOPIER
DIGITAL COPIER PLACEMENT FORM**

PO Date _____ Agency PO # _____
 Agency _____
 Bill To (Contact Name): _____ Contractor _____
 Street/Box _____
 City, Zip _____ Delivery Number of Days ARO _____

Category	Area	Brand	Model

days

Warranty (purchase only)

Rental

Rental	<input type="text"/>
Period # of Years	
(one or three years)	

Purchase

FSM MAINTENANCE		
(For Purchased Machines)	FSM (Yes)	FSM (No)
(Indicate One)		

Note: Rental Pricing INCLUDES maintenance - Supplies are included in per impression charge
 Note: **FSM Monthly Charge** for PURCHASED machines w/FSM includes lubrication, cleaning, routine & preventive maintenance, travel, labor and materials including all replacement parts. Does not include supplies.
 Note: **FSM Impression Charge** for PURCHASED machines w/FSM includes all additional service over and above that covered in the FSM, and all supplies except paper; does not include after hours service.

Photocopier Location _____

 City, State, Zip _____
 Contact Person _____ Phone _____

		RENTAL		PURCHASE				
EQUIPMENT AND ACCESSORIES (List options desired) Equipment/Option Description Product Code		Equipment	Supplies			Maintenance: Full Srvc Maint./per month		
		Monthly Rental Price	Impression Charge, each	Purchase Price	FSM Impression Charge	First Year	Second Year	Year Year
		\$	/ea	\$	/ea	\$ /mo	\$ /mo	\$ /mo
		\$	/ea	\$	/ea	\$ /mo	\$ /mo	\$ /mo
		\$	/ea	\$	/ea	\$ /mo	\$ /mo	\$ /mo
		\$	/ea	\$	/ea	\$ /mo	\$ /mo	\$ /mo
		\$	/ea	\$	/ea	\$ /mo	\$ /mo	\$ /mo
		\$	/ea	\$	/ea	\$ /mo	\$ /mo	\$ /mo
		\$	/ea	\$	/ea	\$ /mo	\$ /mo	\$ /mo
		\$	/ea	\$	/ea	\$ /mo	\$ /mo	\$ /mo
		\$	/ea	\$	/ea	\$ /mo	\$ /mo	\$ /mo
		\$	/ea	\$	/ea	\$ /mo	\$ /mo	\$ /mo
Total for Copier & Accessories/Options		\$	/ea	\$	/ea	\$ /mo	\$ /mo	\$ /mo

Special Instructions: _____

This order is placed pursuant to the Master Written Contract executed by and between the Contractor and the State of Idaho, Division of Purchasing. By signing below the agency agrees to the terms and conditions contained therein.

 (Agency Authorized Signature)

The Agency shall send One (1) complete copy of this Copier Placement Form and Agency Purchase Order to the Division of Purchasing, P O Box 83720, Boise, ID 83720-0075, when issued. Electronic copies of orders may also be emailed to gsilvest@adm.state.id.us

		2004 Digital Copier Awards			
		Awards for Area A - Models			
Category	Ricoh	Kyocera Mita	XEROX	SHARP	Imagistics
Rental					
1A	Aficio 1013	KM-1510			
1B	Aficio 1015	KM-1810			
2	Aficio 2022	KM-2030			
3	Aficio 2035	KM-3035			
4	Aficio 2045	KM-4035			
5	Aficio 1055	KM-5035			
6	Aficio 1060	KM-6330			
Purchase					
1A		KM-1510			ix2701
1B		KM-1810			ix2701
2		KM-2030			IM2020
3		KM-3035			IM3520
4		KM-4035			IM4720
5		KM-5035			IM5520
6		KM-6330			DL650
		Awards for Area B - Models			
	Ricoh	Kyocera Mita	XEROX	SHARP	Imagistics
Rental					
1A	Aficio 1013	KM-1510	WC15		
1B	Aficio 1015	KM-1810	WC15PL		
2	Aficio 2022	KM-2030	CC35		
3	Aficio 2035	KM-3035	WC35H		
4	Aficio 2045	KM-4035	WC45H		
5	Aficio 1055	KM-5035	WC55H		
6	Aficio 1060	KM-6330	WCP75		
Purchase					
1A		KM-1510		ARM168	ix2701
1B		KM-1810		ARM168	ix2701
2		KM-2030		ARM205	IM2020
3		KM-3035		ARM 350	IM3520
4		KM-4035		ARM 450	IM4720
5		KM-5035		ARM 550	IM5520
6		KM-6330		ARM620	DL650
		Awards for Area C - Models			
	Ricoh	Kyocera Mita	XEROX	SHARP	Imagistics
Rental					
1A	Aficio 1013	KM-1510			
1B	Aficio 1015	KM-1810			
2	Aficio 2022	KM-2030			
3	Aficio 2035	KM-3035			
4	Aficio 2045	KM-4035			
5	Aficio 1055	KM-5035			
6	Aficio 1060	KM-6330			
Purchase					
1A		KM-1510			ix2701
1B		KM-1810			ix2701
2		KM-2030			IM2020
3		KM-3035			IM3520
4		KM-4035			IM4720
5		KM-5035			IM5520
6		KM-6330			DL650